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1 April 1964

MEMORANDUM FOR: CIA Librarian

SUBJECT : Indexing of Collateral PI Reports

1. The Document Division/Analysis Branch ceased the indexing of all NPIC collateral publications in August 1963 with the AD's ruling that this material would be handled by Special Register along with the codeword NPIC material.

2. Selected non-NPIC pubs containing PI analysis have been indexed in the IPI all along. Two good examples are: DIA "Critical Area Brief N-145-63 of Iraq", 115 pages, and CIA ORR A. ERA 63-3 "Physical Layout and Production at the Dnepropetrovsk Missile Development and Production Center in the USSR", 21 pages.

3. Discussions with SP and the Library and a thorough study of the NPIC listing of collateral reports prepared for [] would lead to the following conclusions: 25X1

- a. The NPIC listing does not give adequate documentation for retrieval purposes.
- b. The Library should maintain the file of non-NPIC collateral reports and the Document Division provide adequate indexing.

4. It is recommended that these reports be indexed by the Analysis Branch as follows:

- a. Publications - in the IPI following normal IPI rules for subject and area coverage. Where feasible, titles will be expanded to pick up specific pin pointed locations. Adequate cross referencing in the subject section to all countries covered will be effected.
- b. Information Reports - in Intellofax

- 1. This would include, for example, Photo Interpretation Briefs (PIBS), Special Photo Interpretation Reports (SPIRS), and IPIRS (Intermediate Photo Interpretation Reports)

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2. Aerial Interpretation Reports which usually cite merely the name of an airfield and its coordinates will continue to be NOINDEXED.

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Chief, Document Division

CONCUR:

Acting Chief, Special Register, CR

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